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ADJUSTMENTS USER MANUAL

THE ADJUSTMENTS STATUS SCREEN

STATUS SCREEN OVERVIEW

The **Status** screen displays adjustment documents that have been entered and saved in the application. You can search for and open documents to finish the adjustment transaction process. You can also search for and open any Templates you have saved. The current day's Batch number is also displayed (transactions released that day will have that batch number). The batch numbers are automatically incremented from 001 to 899.

There are two parts of the **Status** screen:

- A search criteria area in which you can select or enter information and then click **Find** to find specific adjustment documents.
- A list of adjustment documents sorted by **Document #**.

Figure 1 - Status screen

	Document #	BatchType	Description	Status
Approve	0000001	4	adjustments	Awaiting Approval 1
Edit	00099	2	description	Adj Distribution in Progress
Approve	05142007	4	PAYROLL ADJUSTMENTS	Awaiting Approval 2
Approve	06012007	4	JUNE PAYROLL ADJUSTMENTS	Awaiting Approval 5
Approve	07012007	2	REUSE OF TEMPLATE TUNE2248	Awaiting Approval 1
Edit	111	2	test	Adj Distribution in Progress
Approve	111ABC	2	THURSDAY TEST	Awaiting Approval 3
Approve	1955-1	1	Move appn between objects	Released

TO SORT THE DOCUMENT LIST

In the list of documents, click any of the column headers to sort the list. For example, click **Document #** to sort the list by document number or click **Batch Type** to sort the list by the batch type. Column headers include:

- **Document #** - eight character alphanumeric document number.
- **BatchType** - the Batch Type - A - Adjustments, 1 - Budgetary, 2 - Receipts/Revenue, 3 - Expenditures/Enc, 5 - General.
- **Description** - a 30 character description.
- **Status** - The status of the document in the application.

TO SEARCH FOR A DOCUMENT

1. Select or enter search criteria (e.g., **Document #**, **Status**, **Tran Code**, etc.). When selecting **Status**, the list will contain the status of documents that are in the application, not a list of all possible status.
2. If desired, search by Group name. (Groups are created on the **Documents** screen. New or existing documents can be categorized by applying a Group name.)
 - a. Click the asterisk next to the **Group** field
 - b. Select a group name from the menu.
3. Click **Find**. The document(s) will appear in the document list section.
4. If necessary, click **Reset** to reset the search criteria to the defaults and click **Find**.

NOTE: To find documents that have been sent to STARS, use the **Reports** screen to run a report based on the batch date.

TO SEARCH FOR A TEMPLATE

1. If desired, select or enter search criteria (e.g., **Document #**, **Status**, **Tran Code**, etc.)
2. Check the **Template** check box and then click **Find**. The template(s) will appear in the document list section. (If no specific criteria are selected, all templates will be displayed.)

Figure 2 - Find a Template

Today's Batch #: 08

Document # Status Group **Find**

Invoice # Tran Code Batch Type ☒ **Template** **Reset**

	Document#	BatchType	Description	Status
Edit	999ABC	2	CREATION THURSDAY	Template
Edit	999EFG12	2	THURSDAY TEST	Template
Edit	adj06	2	DG, TD 5/06	Template

3. Click **Edit** next to the Template that you want to use. See the Creating and Using a Template document for more details.

Figure 3 - Find a Template

Today's Batch #: 081

Document # Status Group **Find**

Invoice # Tran Code Batch Type ☒ **Template** **Reset**

	Document#	BatchType	Description	Status
Edit	999ABC	2	CREATION THURSDAY	Template
Edit	999EFG12	2	THURSDAY TEST	Template
Edit	adj06	2	DG, TD 5/06	Template

TO OPEN A DOCUMENT

1. Once you have located a document, either by looking through the document list or by searching for one, click the link next to it to open the document to complete the process indicated in the **Status** column.

Figure 3 - Links to open documents

The screenshot shows the 'Adjustments Status Screen' with tabs for Status, Document, Attachment, Approval, and Reports. The 'Status' tab is active. At the top right, it says 'Today's Batch #: 081'. Below this are search filters for Document #, Status, and Group, with a 'Find' button. Another set of filters for Invoice #, Tran Code, Batch Type, and a 'Template' checkbox are below, with a 'Reset' button. The main part of the screen is a table with columns: Document#, BatchType, Description, and Status. Each row has a red box containing 'edit' or 'approve' links. The table lists various documents with their respective batch types and descriptions, such as 'PAYROLL ADJUSTMENTS', 'JUNE PAYROLL ADJUSTMENTS', and 'REUSE OF TEMPLATE TUNE2248'.

Document#	BatchType	Description	Status
000999	3	description	Adj Distribution in Progress
05142007	4	PAYROLL ADJUSTMENTS	Awaiting Approval 2
06012007	4	JUNE PAYROLL ADJUSTMENTS	Awaiting Approval 5
07012007	3	REUSE OF TEMPLATE TUNE2248	Awaiting Approval 1
111	3	test	Cost Distribution in Progress
111ABC	3	THURSDAY TEST	Awaiting Approval 3
789	3	123	Awaiting Approval 2
abcdefg	4	Adjustments	Awaiting Approval 1
abcdefg1	4	Adjust	Cost Distribution in Progress
adj06	3	DG, TD 5/06	Awaiting Approval 2
adj07	3	DG, TD 5/06	Awaiting Division
December	3	first test	Adj Distribution in Progress
dgtest03	3	descr dgtest03	Cost Distribution in Progress
em7506a	3	DG, TD 5/06	Cost Distribution in Progress

2. Click **Edit** to complete fiscal coding and/or distribution. This will open the document in the **Document** screen.
3. Click **Approve** to open an Adjustments document that needs to be approved (according to your agency's approval process). This will open the document in the **Approval** screen.

TO ATTACH SCANNED DOCUMENTS

To attach scanned documents, you must first select **Edit** or **Approve** on the **Status** screen to open the document. Then click the **Attachment** tab to browse for and upload your documents. See Adding Scanned Documents for details.